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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

February 10, 1943

DIRECTOR'S MEMORANDUM NO. 43

Food Industry Advisory Committees to Assist Branches

It is the general policy of the Food Distribution Administration to consult with industries through Food Industry Advisory Committees, and the recommendations and advice of these committees shall be seriously considered in the formulation and execution of the programs of this Administration. Any deviation from this policy shall be subject to approval by the appropriate Deputy Director.

The functions of any such committee shall be advisory in character. No such committee shall undertake to set policies nor shall it attempt to compel anyone to comply with any request or order made by a public authority.

Authority to form and service Food Industry Advisory Committees to assist the various branches of the Food Distribution Administration by giving advice, information, and recommendations in connection with the performance of the duties of the various branches is assigned to the Chief of the Processors Branch under the general supervision of the Director and the appropriate Deputy Director, subject to the following:

1. Each meeting of any such committee shall be presided over by a duly appointed Government Chairman representing the appropriate branch. He shall be nominated by the Chief of the appropriate branch, the recommendation sent to the Chief of the Processors Branch, and shall be appointed by the Director, subject to approval by the appropriate Deputy Director.
2. Industry representatives on such committees shall be selected on the basis of industry units. Such representatives shall be recommended by the Government Chairman, approved by the branch chief, and shall be invited to serve by the Chief of the Processors Branch, if he determines that the requirements hereinafter specified have been fulfilled. Appointment will be made by the Director in the form of a letter to be originated by the Processors Branch.
3. In addition to industry representatives, the Chief of the Processors Branch may, with the approval of the branch chief, invite to attend any meeting of a committee representatives of governmental agencies whose programs are specifically concerned in the agenda of the meeting. Governmental representation, however, shall be restricted to the minimum necessary to accomplish the purposes of the meeting.

4. Any such committee shall be representative of the industry involved. In determining whether or not a given committee is representative, consideration shall be given to the following factors, among others: size of companies, geographic distribution of the industry, membership in trade associations, and segments of the industry.

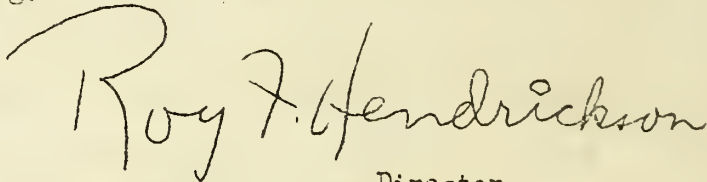
5. Such committees shall be as small as is consistent with maintaining a representative character, as indicated in paragraph 4 hereof.

6. In general, all meetings of each committee shall be held in Washington, D. C. In case the regional character of the industry or problems involved makes such a course impractical, then meetings in places other than Washington may be held, subject to the approval of the Director.

7. The Chief of the Processors Branch shall dissolve any committee or terminate the appointment of any member upon recommendation of the branch chief, approved by the appropriate Deputy Director.

This memorandum does not affect the holding of informal conferences with representatives of industry on problems of a technical or specialized nature.

The Chief of the Processors Branch shall, subject to the approval of his Deputy Director, have authority to issue supplementary memoranda not inconsistent with the foregoing.

A handwritten signature in cursive script, reading "Roy F. Hendrickson". The signature is written in dark ink and is positioned above the printed name "Director".

Director

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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

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U. S. DEPARTMENT OF AGRICULTURE

March 20, 1943

DIRECTOR'S MEMORANDUM NO. 43

Supplement 1

Delegation of Authority to Regions to Establish
Food Industry Advisory Committees

Director's Memorandum No. 43 sets forth the policies and procedure for the establishment of National Food Industry Advisory Committees. The purpose of these committees is to advise the Food Distribution Administration of the food industry's problems and to make recommendations to be considered in the formation and execution of programs of the Administration. From time to time, there may be a need for similar committees on a regional basis. These committees, like their national counterpart, shall be purely advisory in character. Care shall be taken, in accordance with the principles of Director's Memorandum No. 43, to insure that they are truly representative on a regional basis of the industry or of that segment of the industry which is involved. Regional administrators shall be guided by regional attorneys regarding the necessary precautions which must be observed to assure committee members protection from engaging in activities which will be subject to prosecution under the Anti-Trust Laws. Regional administrators are hereby delegated authority to:

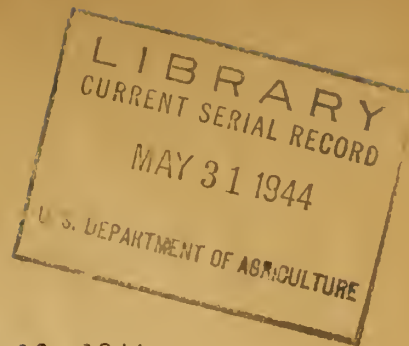
1. Establish Regional Food Industry Advisory Committees.
2. Appoint the Government chairman.
3. Appoint the members of the committees.
4. Issue letters of appointment, call meetings, issue invitations, and designate the location of the meetings.

In order that the work of the Regional Committees may be coordinated with the work of the National Committees, any member or members of a National Committee located in a region should be considered by the regional administrator for appointment to the Regional Committee.

Copies of the summaries of all meetings, together with membership rosters, shall be forwarded to the Chief, Processors Branch, Washington, D. C.

Roy F. Hendrickson
Director

WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.



May 18, 1944

DIRECTOR'S MEMORANDUM NO. 43

Supplement 2

Designation of Chairman and Vice-Chairmen of Food Industry Advisory
Committees

Paragraph 1 of Director's Memorandum No. 43, issued February 10, 1943, is revised to read as follows:

1. Each meeting of any such committee shall be presided over by a duly appointed Government Chairman or Vice-Chairman. . The chief of the appropriate branch shall recommend nomination of the Government Chairman or Vice-Chairman to the Chief of the Industry Operations Branch. After approval of the nomination by the appropriate Deputy Director, the Director shall appoint the Government Chairman or Vice-Chairman.

Director

INDEX ENTRIES:

Committees:

Industry Advisory Committees

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Industry Advisory Committees, Washington

